

Section: <b>D</b>	Policy Number: <b>D-017</b>	Approval Date: <b>February 18, 2015</b>
Subject: <b>Ladder Safety Policy and Procedures</b>	Total Pages: <b>4</b>	Revision Date(s)

## LADDER SAFETY POLICY and PROCEDURES

### **Policy:**

Community Living-Central Huron is committed to ensuring a safe work environment for all employees and volunteers. To this end, the Agency has developed procedures and included precautions to be followed when using a ladder and for storage of a ladder. All employees and volunteers whose duties require them to use a ladder are required to follow the responsibilities, procedures and precautions noted below to reduce or eliminate hazards and to ensure safe work practices related to the use of ladders. The type and height of a ladder is to be determined by the needs of each work location and the ladder must be CSA approved. Non-compliance with this Policy and Procedures is subject to discipline, up to an including dismissal from Community Living-Central Huron's employment and/or volunteer opportunity.

### **Purpose:**

To provide proper procedures and guidelines to employees and volunteers of Community Living-Central Huron for safe use and storage of a ladder.

To ensure compliance with relevant legislation: The Occupational Health & Safety Act, the Health Care and Residential Facilities Regulation (O. Reg. 67/93), Sections 80 - 84, inclusive.

### **Responsibilities:**

The Employer's responsibility is to develop safe use and storage procedures for ladders, ensure that all employees and volunteers are trained in use and ensure that supplied ladders are in good condition, regularly inspected and replaced where required.

Supervisors are responsible to ensure that employees and volunteers are trained in proper use prior to using a ladder, to include the weight capacity of the ladder. Supervisors must also ensure that ladders are maintained in good condition, inspected regularly and properly stored.

The Location Health and Safety Representative (LHSR) is responsible to notify Management if a ladder is being used incorrectly, to inspect all ladders on a monthly basis during workplace inspections and to notify Management of any damage to a ladder.

Employees and volunteers are responsible for using ladders in the manner in which they were trained, inspecting a ladder prior to use and to report any damage or defect to a ladder to their Supervisor.

### **Orientation:**

To reduce the risk of incident or injury all new employees and volunteers will be orientated to the Agency's Ladder Safety Policy & Procedures.

## **Definitions:**

Ladder: means a portable structure consisting of two sides crossed by parallel rungs, including everything from a step stool, to a step ladder to an extension ladder. Ladders are classified by the weight capacity (ie. Light - up to 200 lbs, Extra Heavy - up to 300 lbs, etc.). Ladders are most commonly made out of aluminum, wood, steel and fiberglass-reinforced plastic.

Community Living-Central Huron does not require Staff or volunteers to use an extension ladder.

Step Ladder: can vary in length, should be approximately 1 meter (3 feet) shorter than the highest point you have to reach.

Step Stool: a small step ladder which can be of various designs; however, usually consisting of one or two steps.

## **Procedures:**

### Inspection:

- Ladders shall be inspected before use; inspection to include: checking the steps; side rails; rubber feet; fold out brackets/hinges; stability and locking mechanism. Ensure these components are intact, not broken or bent and there are no sharp edges. The capacity of the ladder will be posted within eye sight of the ladder or otherwise attached to the ladder. Defective ladders will be taken out of service, tagged for disposal or repair. Ladders will only be repaired by qualified personnel.
- Supervisors will include inspection of ladders during their period audit of the work location.
- Ladders are to be checked on a monthly basis by the LHSR when completing monthly workplace inspections.

### Set-up:

- When setting up a ladder, ensure the fold out brackets/hinges are completely extended, pushed down into a locked position and that the ladder is on level firm footing. A step ladder cannot be used as a straight ladder.
- Check for any over-head obstructions prior to climbing the ladder. Never place a ladder in front of a door way that opens towards the ladder, unless the door has been locked to prohibit use.

### Use:

- Prior to using a ladder, the employer or volunteer must ensure they do not exceed the weight capacity of the ladder.
- Ladders must be of sufficient height to perform the work. Standing on the step second top step, or higher, of a step ladder to perform a task is prohibited. Keep your centre of gravity between the side rails. Keep both feet on the ladder and/or step stool.
- Ladders must be of sufficient height to perform the work; standing on the second top step or higher of a step ladder to perform a task is prohibited. Keep your centre of gravity between the side rails. Keep both feet on the ladder and/or step stool.
- Ensure appropriate footwear and that footwear is free of anything slippery. Appropriate footwear for ladder safety includes a closed shoe (toe and heel), with no to low heel that

provides good stability.

- To climb a ladder, face the ladder and use both hands when going up or down, and maintain a firm grip. Always keep a three (3) point contact (two (2) hands and a foot, or two (2) feet and a hand) on the ladder when climbing. Keep your body near the middle of the step and don't over-reach upwards or sideways when on the ladder.
- Place a step ladder at right angles to the work, with either the front or back of the steps facing the work.
- Do not move a ladder horizontally while workers are on it.
- Ensure to dismount the ladder before moving it. Dismount a ladder from the bottom rung; don't jump from a step ladder or slide down a step ladder.

### **Ladder Maintenance:**

- Aluminum, fiberglass and metal ladders should be cleaned with soap and water, as needed.
- Wooden ladders should be cleaned with a mild soap and water, then dried. Wooden ladders that have been painted shall be removed from service.

### **Storage and Moving Ladders:**

- Step ladders must always be secured to a wall or affixed structure, whether they are stored horizontally or vertically. Horizontal storage either on the floor or hung on the wall must be supported at 4 to 5 foot intervals; this is the same requirement for vertical storage. Step stools may be collapsed when not in use.
- Ladders should not be stored in areas where there is excessive heat or dampness. Also, it is best to store ladders away from high traffic areas - people.
- When moving a ladder, collapse the ladder, hold the middle side rail and tip slightly forward, watching for overhead hazards and hazards at both ends.

### **Ladder Precautions:**

To avoid accidents with portable ladders:

- Select the right ladder for the job situation; use the ladder as it was designed to be used; do not overload a ladder (ie. do not put more weight on a ladder than it is designed to hold);
- Step ladders cannot be used as straight ladders;
- Step ladders are designed for one person only;
- Before use, inspect the condition of the ladder; do not use a ladder with damaged parts that affect the strength of the ladder; do not alter the structure of the ladder;
- Before use, inspect the job-site for overhead wires and obstructions;
- Before use ensure the stability of the base of the ladder; base to be placed on a level, non-slippery solid surface. Remove material and debris away from the base of the ladder;

- Wooden ladders should not be painted;
- Avoid pushing or pulling step ladders from the side;
- Do not overload a ladder beyond its weight capacity;
- Do not leave ladders that are set-up unattended;
- Do not climb the back of a step ladder;
- Clean the soles of your footwear before climbing the ladder;
- Do not work on ladders when feeling weak, sick, or dizzy or when taking medication that may cause drowsiness;
- Do not work on ladders covered with snow, ice, or other slippery materials;
- Do not work on ladders in bad weather or high winds;
- Do not use ladders, boxes, barrels, or other makeshift materials to raise your work height;
- Step ladders must be tall enough to perform the necessary work.

**Related Policies:**

- Duty of Care Policy (No. B-010)
- Critical Injury (No. D-006)
- Annual Workplace Maintenance Policy (D-009)
- Musculoskeletal Disorders Awareness Policy (D-010)
- First Aid Policy and Procedures (D-011)
- Working Alone Policy (D-012)
- Hazard/Risk Policy and Procedures (D-014)
- Health and Safety Orientation Policy (D-015)
- Location Health and Safety Representative Policy (D-016)
- Employee and Volunteer Orientation Policy (E-005)
- Professional Development/Training Policy (E-006)
- Employee Performance Standards (E-011)
- Disciplinary Policy (E-012)
- Early and Safe Return to Work (E-016)